

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to confirm the details regarding my recent application for a zero-interest credit card with [Bank/Company Name].

Account Number: [Your Account Number]

Application Reference Number: [Application Reference Number]

Approval Date: [Approval Date]

I understand that my card comes with a zero percent interest rate on purchases for the first [duration, e.g., 12 months] from the activation date. I also acknowledge that after this promotional period, the standard interest rate will apply, as outlined in the cardholder agreement.

Please let me know if there are any additional steps I need to take or information I need to provide to ensure a smooth process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]